



Job Title:	Cardinal CLC Student Programs Coordinator		
Job Category:	Support	Employee Group:	Cardinal CLC
FLSA Status:	Non-Exempt	EEO Classification:	Administrative Support Worker
Location:	Middle School and KC	Position Type:	10 month
Travel Required:	As needed	Level/Salary Range:	
Supervisor:	Director, Cardinal CLC	Supervises:	NA
Education:	High School diploma required. BA/BS in Social Sciences or Education preferred. Strong verbal and written communication skills. Good interpersonal and human relation skills. The ability to work effectively on a collaborative team. Ability to establish rapport with students, teachers, school staff members, administrators, parents, and community service providers.		
Coordinates with:	District staff, community partners, parents/guardian, and students.		
Experience:	Previous experience in an educational setting is preferred. Experience working with adolescents. Experience with volunteer recruitment, management, retention, and appreciation. Experience building community partnerships. Excellent computer skills preferred.		

Primary Purpose:

The Cardinal CLC Student Programs Coordinator manages Student Connections groups during the school day and oversees the Voyagers Afterschool Program for middle school students.

The Student Connections program is a proactive approach to addressing the emotional well-being of students and will positively contribute to the overall learning environment of the school. The purpose of the program is to promote positive, interpersonal, social, and academic growth in students by giving them the opportunity to acquire developmentally appropriate coping skills and problem-solving techniques.

The Voyagers Afterschool program seeks to provide a safe and engaging place for middle school students during after school hours on Tuesdays and Thursdays. Students engage in academic and enrichment activities determined by need, trending topics, and survey results.

Essential Duties & Responsibilities:

Curriculum/Instruction

- Select and develop curriculum to be used by group facilitators and instructors
- Research curriculums that incorporate best practice and are research/evidenced based
- Ensure that curriculums are up to date in the CCLC Shared Google Drive.
- Recruit staff and community members to facilitate groups and teach classes

CCLC Student Programs Coordinator

The Chippewa Falls Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

- Ensure all facilitators are appropriately qualified and trained
- Ensure all facilitators have effective classroom management and group facilitation skills
- Ensure all new facilitators have completed all necessary new hire information & training

Planning

- Create and implement student surveys to be used for recruitment for groups
- Use data to establish types of support groups and after school classes to be offered to students
- Develop support group and class descriptions
- Secure experts from outside sources to facilitate groups in their area of expertise
- Secure district staff members to co-facilitate groups and instruct classes

Communication

- Communicate with building administrators, school counselors, and teachers to determine what barriers to learning they are observing with students
- Communicate with community service providers to determine trends in student experiences and plan and implement appropriate support groups to help meet student needs and behavior.
- Communicate with the Cardinal CLC Director and other CLC team members, as needed, to maintain the integrity of the program.

Evaluation

- Seek student & guardian feedback on the effectiveness of their group or class experience
- Seek facilitator and instructor feedback on the effectiveness of their group or class experience
- Review feedback regularly and modify curriculum accordingly
- Prepare quarterly and end-of-year reports for the CCLC Director

Budgeting

- Maintain the budget and work with the Administrative Assistant to set class pricing and hire instructors
- Prepare quarterly budget reports with Administrative Assistant for the CCLC Director

Additional Responsibilities

- Attend required department meetings
- Participate in building initiatives to better understand student needs and barriers to learning
- Support initiatives arising out of district strategic planning and specific building goals
- Attend Middle School monthly staff meetings
- Assist, as needed, with Cardinal CLC events and classes
- Attend required professional development opportunities

Performance Expectations:

- Honesty and ethical behaviors
- Demonstrating attention to detail and thorough completion of work tasks

CCLC Student Programs Coordinator

The Chippewa Falls Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

- Exercising reliability, responsibility, dependability and fulfilling obligations
- Demonstrating good-natured behaviors and a cooperative attitude with staff, parents and outside stakeholders
- Communicating verbally and in writing so others will understand
- Effectively present information and respond to questions from employees, outside organizations, and the general public
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities
- Developing and maintaining constructive, cooperative, and positive working relationships with others
- Analyzing information and using logic to address work-related issues and problems
- Adaptability and flexibility to change
- Maintaining self-control, composure in difficult situations
- Maintaining persistence in the face of obstacles
- Remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout the duration of employment.
- Ability to work a flexible schedule
- Valid WI Driver's License Required

Skills:

Active Listening, Reading Comprehension, Speaking, Critical Thinking, Mathematics, Monitoring, Time Management, Writing, Social Perceptiveness

Competencies:

Integrity, Attention to Detail, Dependability, Independence, Cooperation, Analytical Thinking, Initiative, Adaptability/Flexibility, Self-Control, Persistence

Physical Demands:

ACTIVITY	FREQUENCY					
	NEVER R 0%	SELDOM M 1-9%	OCCASIONALLY LY 10-29%	NORMALLY Y 30-54%	FREQUENTLY LY 55-79%	CONSTANTLY LY 80-100%
Balancing			x			
Bending/Stooping				x		
Climbing—Stairs, Ladders, Slope				x		
Computer Work						x
Crawling			x			



Chippewa Falls Area Unified School
 140 W Elm Street
 Chippewa Falls, WI 54729
 715-726-2417 Phone
 715-726-2781 Fax

Grasping/Handling							x
Kneeling				x			
Neck Flexion/Extension					x		
Pulling					x		
Pushing					x		
Reaching Forward					x		
Reaching Overhead					x		
Repetitive Motion					x		
Standing							x
Twisting					x		
Walking							x

ACTIVITY	FREQUENCY					
	NEVER 0%	SELDO M 1-9%	OCCASIONAL LY 10-29%	NORMALL Y 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
Lift/Carrying						
0 - 1 lb						x
1.1 - 10 lbs						x
11 - 25 lbs					x	
26 - 50 lbs					x	
51 - 75 lbs		x				
76 - 100 lbs	x					
Over 100 lbs	x					

ACTIVITY	FREQUENCY
----------	-----------

CCLC Student Programs Coordinator

The Chippewa Falls Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

PHYSICAL EFFORTS Pushing/Pulling	NEVER 0%	SELDO M 1-9%	OCCASIONA LLY 10-29%	NORMALLY 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
0 - 1 lb						x
1.1 - 10 lbs						x
11 - 25 lbs					x	
26 - 50 lbs					x	
51 - 75 lbs		x				
76 - 100 lbs	x					
Over 100 lbs	x					

ACTIVITY	FREQUENCY					
VISUAL DEMANDS	NEVER 0%	SELDO M 1-9%	OCCASIONAL LY 10-29%	NORMALL Y 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
20/20 Corrected Vision						x

ACTIVITY	FREQUENCY					
WORK CONDITIONS	NEVE R 0%	SELDO M 1-9%	OCCASIONAL LY 10-29%	NORMALLY 30-54%	FREQUENT LY 55-79%	CONSTANT LY 80-100%
Biological Agents						x
Chemical Agents				x		
Contacts with Outside Agencies/Groups				x		
Dust				x		
Excessive Cold			x			
Excessive Heat			x			

CCLC Student Programs Coordinator

The Chippewa Falls Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.



Chippewa Falls Area Unified School
 140 W Elm Street
 Chippewa Falls, WI 54729
 715-726-2417 Phone
 715-726-2781 Fax

Fumes, Odors			x			
Noise					x	
Solvents, Petroleum Products			x			
Vibration		x				

ACTIVITY	FREQUENCY					
	NEVER 0%	SELDOM 1-9%	OCCASIONAL 10-29%	NORMALLY 30-54%	FREQUENTLY 55-79%	CONSTANTLY 80-100%
Driving		x				
Hearing						x
Talking						x
Indoors						x
Outdoors		x				
Power Tools / Equipment	x					

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>

CCLC Student Programs Coordinator

The Chippewa Falls Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.



Chippewa Falls Area Unified School
140 W Elm Street
Chippewa Falls, WI 54729
715-726-2417 Phone
715-726-2781 Fax

Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>

This job description is intended to indicate the types of tasks and levels of work difficulty that will be required of a position that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. ~~Ability to competently perform all the essential duties of the position, with or without reasonable~~ accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Chippewa Falls Area School District.

No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination of employment.

CCLC Student Programs Coordinator

The Chippewa Falls Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.